

# EXAM SCHEDULING INFORMATION

Applicants that do not possess a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) credential issued by the National Board for Respiratory Care (NBRC) deemed equivalent by the Board, must take and pass the CRT Examination to qualify for licensure in the State of California. ***Please note that a CRT or RRT credential does NOT authorize you to practice respiratory care in the State of California. You must possess a valid license issued by the Respiratory Care Board to practice respiratory care in the State of California.***

Before you apply for your examination you are strongly encouraged to review, in detail, the NBRC's Candidate Handbook. If you request your application for examination by calling the NBRC you will receive the handbook with your application. If you apply on-line or download the application, you can obtain a copy of the handbook by either:

- 1) visiting NBRC's website at [www.nbrc.org](http://www.nbrc.org). From the home page, click on "Examinations" then select "CRT." On the left side of the next screen click on "Candidate Handbook" or
- 2) calling the NBRC at (913) 895-4900 and request a handbook be mailed to you.

## Exam Application

Once you have completed your accredited respiratory care education program, you may apply for examination directly through the NBRC by one of the following methods:

- 1) If your education program participates in the NBRC's Electronic Eligibility Database and has electronically submitted verification that you have completed your respiratory program, you may go on-line to NBRC's website and apply for your CRT Examination.

To apply on-line, visit NBRC's website at [www.nbrc.org](http://www.nbrc.org). From the Home Page, click on "Examinations" then select "CRT." On the left side of the next screen click on "Submit Application."

Your information will be cross-referenced with the information your program director has electronically submitted to confirm you have completed your program. You will have the option of paying by Visa, Mastercard, American Express or Discover. The initial examination fee is \$190.

- 2) If your program director does not participate in the NBRC's Electronic Eligibility Database, you must file a hard-copy of the application along with an official copy of your certificate/degree from your respiratory education program.

To obtain a hard-copy of the application and instructions, you can either:

- a) visit NBRC's website at [www.nbrc.org](http://www.nbrc.org), click on "Examinations" then select "CRT," and then click on "Download and Print Examination Application" and "Download and Print Application Instructions" or
- b) contact the NBRC by telephone at (913) 895-4900 and request an application and instructions for the CRT Examination.

To obtain an official copy of your certificate/degree, take a copy AND your original certificate/degree to a notary public or the registrar of the program you attended. The notary public or registrar should impress the PHOTOCOPY of the certificate/degree with their seal and verify that the photocopy is a true and correct copy of the original. You must include the official copy along with the initial examination fee of \$190 with your application and mail (certified return receipt mail recommended) to:

National Board for Respiratory Care, Inc.  
18000 West 105<sup>th</sup> Street  
Olathe, Kansas 66061-7543

Fees filed with your hard-copy application may be paid by check, money order, Visa, Mastercard, American Express or Discover.

## **Exam Scheduling**

If you file your application on-line, you will receive an immediate response from the NBRC. You will either be notified of additional information required to complete the application process or you will be prompted to schedule your examination appointment.

If you mail a hard-copy application to NBRC, within approximately 2 weeks, a confirmation notice of eligibility will be mailed to you. If eligibility cannot be confirmed, a letter explaining why the application is incomplete will be sent to you. If you do not receive a confirmation of eligibility or an incomplete notice within four weeks after mailing your application, call the NBRC at (913) 895-4900. In rare instances where applicants do not meet the NBRC's admission requirements for the CRT examination, the Respiratory Care Board will notify you and coordinate the scheduling of your licensing examination.

The confirmation notice will contain a toll-free telephone number and website address for you to schedule an examination appointment. This toll-free line is answered from 5 AM to 5 PM (Pacific Time) Monday through Thursday, 5 AM to 3 PM (Pacific Time) on Friday and 6:30 AM to 3PM (Pacific Time) on Saturday. Appointments can be scheduled on-line 24 hours a day, 7 days a week.

Eligibility to take the examination will be valid for a period of 90 days. If a candidate fails to schedule an examination appointment within the 90-day eligibility period, he or she will be required to reapply and resubmit the application fee.

## **Examination Testing/Sites**

NBRC examinations are administered via computer at over 130 sites across the United States and internationally. Ten testing sites are located in California in the following cities: Sacramento, San Francisco, Fresno, Santa Maria, Los Angeles - Glendale, Los Angeles-Stanton, San Jose, Chino, Irvine and San Diego. Examinations are administered by appointment Monday through Friday at 9 AM and 1:30 PM. You are allotted 3 hours to complete the examination.

Be on time! Candidates who arrive more than 15 minutes after their scheduled testing time will NOT be admitted. Further, candidates who fail to appear or are more than 15 minutes late to their scheduled examination time will not be refunded and will be required to submit another application and fee.

To gain admission to the testing site, the candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. One of the forms of identification must be: a driver's license with photograph, a state identification card with photograph, a passport, or a military identification card with photograph. Please note: A temporary driver's license or any other temporary form of identification (e.g., employment and student I.D. cards) are not acceptable.

After your identification has been approved, you will be directed to the testing room and assigned to a testing computer. You will be instructed to enter your Social Security number on the computer screen, and you will be instructed to capture a photographic image of yourself. This photograph will appear in the upper right corner of the computer screen during your examination, and it will be printed on your score report.

## **Examination Scores**

Once you've completed your examination, you will be directed to report to the testing site supervisor to receive your examination scores. All examination scores are transmitted from the NBRC to the Board within 5 working days. If you fail the examination, you may reapply for examination online at [www.nbrc.org](http://www.nbrc.org) or by submitting a new application (same form used to apply for your initial examination) and reexamination fee (\$150) to the NBRC.

## **Initial Licensure with the Respiratory Care Board**

If you passed the examination and your application for licensure has been otherwise approved, the Respiratory Care Board will notify you by mail of the required fee for your initial license. Initial licenses are issued for a period of 6 - 17 months depending upon the issuing month and the applicant's birth month. The initial licensing fee is prorated at \$8 per each month the initial license is issued which can range from \$48 - \$136. Once you return your initial licensing fee, a license will be issued, generally no later than 10 business days.

**Contact Information**

For **EXAM** application and scheduling information contact:

National Board for Respiratory Care

Telephone: (913) 895-4900 Website: [www.nbrc.org](http://www.nbrc.org)

For California **LICENSING** information contact:

Respiratory Care Board of California

Toll-free: (866) 375-0386 Website: [www.rcb.ca.gov](http://www.rcb.ca.gov)